

00001685

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Boston, MA		2. POSITION NUMBER 54917	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position <i>EPS series, 3/95</i>					
Official Allocation	b. Title <i>ERS</i>	c. Service <i>GS</i>	d. Series <i>0028</i>	e. Grade <i>12</i>	f. CLC <i>001</i>
4. SUPERVISOR'S RECOMMENDATION Environmental Protection Specialist		GS	0028	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Sandra L. Brownell		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Region I			f.		
c. Office of Ecosystem Protection			g.		
d. Grants and Tribal Unit			h. Organization Code <i>90121840</i>		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <i>Lois K. Adams/ Chief-Grants, Tribal, Municipal Branch</i>			d. Typed Name and Title of Second-Level Supervisor <i>Ken Moraff/ Acting Deputy Director</i>		
b. Signature <i>Lois K. Adams</i>		c. Date <i>12/21/07</i>	e. Signature <i>Ken Moraff</i>		f. Date <i>12/21</i>
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	
c. Functional Code		d. Bargaining Unit Code <i>0011</i>		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (_____ % of time) <input type="checkbox"/> This position is subject to random drug testing (_____)	
f. Signature <i>Sandra L. Brownell</i>		g. Date			
11: REMARKS <u>STATEMENT OF DIFFERENCE</u>					
FLSA determination amended per HQ evaluation - October, 2011					

Revised Position Description (11/1/04)

Urban Environmental Grant Program Specialist (GS 7/8/9/11/12) *Env. Prot. Spec.*

I. Introduction

This position is located in the Office of Ecosystem Protection, Chemicals Management Branch, Pesticides, Toxics and Urban Programs Unit at EPA New England. Based on the foundation principles of Environmental Justice and Community-Based Environmental Protection (CBEP), the Urban Environmental Program (UEP) is focused on building local community capacity to identify and address environmental problems in disadvantaged urban areas, assisting in the design and development of environmental restoration and revitalization projects, and supporting local economic development which does not compromise the quality of environmental and public health. In working towards these goals, EPA is partnering with many diverse stakeholders including state/city/federal agencies, industry, business, environmental activists, economic developers and especially community groups.

II. Major Responsibilities

1. The UEP Grant Program Specialist serves as the primary point of contact for all UEP grant related activities within the program and is responsible for the overall development and implementation of an annual, competitive grant program to identify and fund quality community-based projects in New England that meet program objectives. The incumbent develops and oversees the process for annual competitive grants cycles from Request for Proposal (RFP) development through post-award stages, and serves as EPA Project Officer for grants assigned by UEP Team Leader. In consultation with UEP Team and Chief, Pesticides, Toxics, and Urban Programs Unit and other contributing programs, incumbent develops RFP, application guidance, creates schedule, insures integrity of competitive process and adherence to all relevant laws, regulations, regional guidance and policies; arranges for appropriate award announcements with OEP Communications Director and the Regional Administrator's Office.
2. The UEP Grant Program Specialist acts as project officer on a number of grants within and across geographic priority areas and multi-media issues, and is responsible for all aspects of negotiation, development and oversight of cooperative agreements and grants. Activities and responsibilities include assessment of environmental problems, assisting community representatives in project scoping efforts, partnership development for execution and completion of project goals, arranging for internal EPA support and leveraging internal and external resources.
3. The UEP Grant Program Specialist helps to coordinate and participates in regular UEP Team meetings, periodic UEP Team retreats, and contributes to overall discussions, strategic and operational planning, problem solving and projects for building a New England-wide infrastructure to address urban environmental and public health issues. As part of the UEP Team, the UEP Grant Program Specialist is responsible for creating an

annual workplan and measuring progress in meeting program objectives and ensuring recognition of success in his/her target program work as well as for the overall UEP.

Incumbent is also responsible for the following activities:

- a. Develops systems to measure and monitor the progress of the annual competitive grant program in the Region.
- b. Develops marketing and communications materials for the UEP Team to ensure consistent messages regarding regional urban environmental agenda goals and objectives. This may include but is not limited to the following: identification of appropriate marketing tools, key staff, resource needs; develop messages from existing text and activities for UEP, EJ, Brownfields, OES Urban Team, and other related programs as appropriate; develop timetable for plan implementation.
- c. Works with other Team members and other Regional staff in the development of solutions to community concerns through the formulation of various policies and procedures to address both short and long term strategic needs.
- d. Develops and tracks appropriate measures, methods of data collection and monitoring of operational objectives in EPA New England's Community Based Environmental Protection (CBEP) and Environmental Justice strategy relating to the UEP.
- e. Advises and assists in management decisions regarding resolution of complex issues related to urban public health and environmental policy.
- f. Plans and organizes activities which ensure recognition of UEP successes through award ceremonies, press events, in-house publications, reports to headquarters, and other appropriate activities.
- g. Takes the lead to prepare all necessary oral and written reports for the Senior Management Team as well as prepare and deliver monthly and annual reports on the accomplishments of the competitive grant program and other targeted UEP work.
- h. Champions the cause of the UEP internally and externally. Supports implementation of the UEP communications strategy in New England. Writes articles, delivers talks and provides clearinghouse for information about successful urban strategies, policies and resources. Speaks to outside groups on EPA New England's UEP strategy, and its progress and ramifications for external customers. Represents EPA New England at external meetings and seminars specific to related urban activities. Builds bridges to other Regional and State/City programs, academic, medical community, private sector, government, residents and all other stakeholders necessary for the success of the UEP in New England. Specifically, works with all regional programs for the mutual support of all projects for urban related activities in target areas.

Factor Level Descriptions

Factor 1 - KNOWLEDGE REQUIRED BY THE POSITION:

Substantive knowledge of Urban Environmental Policy, Environmental Justice, Public Health, and group process principles; a thorough understanding of a variety of problem solving, project management and outreach methods; and knowledge of the regional, state, and city organizational structures, programs and relationships, as well as the regional strategic plan, sufficient to serve as an authority in the planning and implementation of the UEP in New England.

Strong facilitation, project management and communication skills, as well as the ability and interpersonal skills to respect and work with diverse cultures are required to partner effectively both internally and externally. Technical knowledge in Environmental Science/Engineering, Urban Environmental Planning, or Public Health, as well as familiarity with EPA programs, is desirable. Understanding of a broad range of environmental issues relating to state and federal regulatory frameworks, as well as public health issues that may be addressed through either regulatory or non-regulatory means.

Substantive knowledge of EPA operations, rules, procedures and organization is necessary to effectively implement the UEP and coordinate urban activities in the target area; to provide assistance to external stakeholders in implementing UEP related programs; and to assist in the evaluation of the use of the region's resources in accomplishing UEP goals.

Skills in communicating clearly, concisely and diplomatically both verbally and in writing. Consensus-building, facilitation, and conflict resolution skills are also key to building successful and effective partnerships.

Factor 2 - SUPERVISORY CONTROLS:

The UEP Team performs as a self-directed team managed by the UEP Team Leader and under the general supervision of the Chief, Pesticides, Toxics, and Urban Programs Unit. Some assignments are made by the UEP Team Leader and Chief, Pesticides, Toxics, and Urban Programs Unit in the form of overall objectives, purpose, and general time frames. Other assignments are initiated by the employee, senior regional management, or Headquarters directives or policies. The employee has broad discretion to independently plan and carry out projects, coordinating with the UEP Team Leader, UEP Urban Program Managers, Unit Chief, and staff whenever appropriate. The employee informs the supervisor and UEP Team Leader of progress, potential controversy, and far-reaching implications of projects and activities. As appropriate, completed work is reviewed by the UEP Team Leader and Chief, Pesticides, Toxics, and Urban Programs Unit for responsiveness and conformance with broad agency policy and regional priorities.

Factor 3 - GUIDELINES:

Guidelines include Federal Statutes, Agency Operating Guidance and policies, Headquarters Directives, Region I policies, technical literature, and established practices. Guidelines embrace a range of technical and administrative criteria involving concepts and principles for which the employee may either significantly adapt, modify, or develop supplemental material to meet the needs of Region I and the UEP. As a Regional Program, there is no specific guidance from HQ on the UEP.

Factor 4 - COMPLEXITY:

Problems and issues range from national to regional to program specific. Bounded areas of work assignments are difficult to determine in advance; therefore, incumbent has considerable latitude in planning, conducting, and reporting on assignments and unexpected problems and their resolution in conjunction with the UEP Team Leader and Unit Chief. Urban environmental issues generally do not fit the traditional mold of problems and solutions. The inherent partnering process with many diverse constituencies is also delicate and complex.

Factor 5 - SCOPE AND EFFECT:

The purpose of this work is to identify and analyze barriers to the implementation of an annual competitive grant program and the overall work of the UEP in the region, recommending strategies to respond to these challenges or processes for others to use to develop strategies, and to help guide the day-to-day implementation of the selected strategies. Recommendations often serve as the basis for changes in the approach to accomplishing regional work objectives. The purpose is also to provide coordination, information and analysis to State and City Agencies, EPA Headquarters, community, business and other stakeholders and the public on the Urban Environment in EPA New England, the Agency and in other stakeholder organizations such as academic or the medical infrastructure.

Factor 6 - PERSONAL CONTACTS:

Personal contacts are with the Senior Management Team, Regional State and City Program Managers and Technical Experts, other federal agencies, Headquarters offices, elected state and city officials, community, academic, private industry and business leaders, and other agencies/organizations engaged in urban environmental or public health activities.

Factor 7 - PURPOSE OF CONTACTS:

Contacts are made to partner with relevant stakeholders to obtain and provide guidance, inform, discuss policies and procedures, and to build a consensus among diverse and sometimes antagonistic stakeholders to identify and address priority urban environmental issues, adhering to the principles of environmental justice, community empowerment,

economic development and revitalization and pollution prevention. Problem identification, analyses and consensus resolution are central to this position, including the leveraging of partner resources.

Factor 8 - PHYSICAL DEMANDS:

Work is sedentary and requires little or no strenuous physical efforts. Limited travel is required.

Factor 9 - WORK ENVIRONMENT:

Environment is a mix of the typical office setting and a variety of urban community settings across New England.